

Last reviewed September 2019

Purpose

Integrity Action is committed to ensuring that staff entitlement to time off work is balanced fairly and consistently with the organisation's requirements for ongoing operational efficiency and effectiveness.

This policy covers annual leave, time off in lieu (TOIL), parental leave, sick leave, bereavement/compassionate leave, study leave, volunteering/public duties, secondments, time off during notice, garden leave, flexible working and working from home and Jury service.

Application

This policy and related procedures apply to all Integrity Action employees (i.e. those with a contract of employment with the charity).

Ownership

Primary responsibility for the introduction (including training), consistent application and ongoing review of this policy and related procedures lies with the CEO.

Annual leave

Integrity Action's holiday year coincides with the financial year i.e. it runs from 1 October – 30 September.

All staff members are entitled to **28 days** of annual leave each year plus public holidays.

Annual leave must be taken during the financial year in which the entitlement has accrued, on a "use it or lose it" basis. Leave cannot be carried forward into the next financial year.

Staff may buy or sell up to 5 days of annual leave per annum. Leave can be purchased at any time during the year. The cost per day is based on gross salary at the time the leave is purchased.

Leave can be sold after the end of the financial year if leave is remaining. The pay per day for sold leave is based on gross salary on the last day of the financial year to which the leave relates. The manager must approve the purchase/sale of leave. For sale of leave the finance team confirm the number of days available to sell. The Head of Finance is responsible for organising the required payment/salary deduction.

When booking and/or approving leave staff should ensure adequate cover is in place for their role. Staff should give as much notice as possible of when they wish to take leave. If the leave is for 5 days or more, at least four weeks' notice should be given.

If approval is withheld the manager must specify grounds for withholding approval. The staff member may, if they feel approval is being unreasonably withheld, escalate the matter to the CEO for mediation.

Once approval is given, subsequent cancellation of a staff member's leave requires their express consent. Where cancellation occurs at Integrity Action's request, Integrity Action will reimburse

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the staff member for any expenses already incurred by them in making arrangements for their vacation.

As far as possible leave should be spread evenly over the course of the year to avoid problems with untaken leave at the end of the year.

A new joiner shall accrue annual leave during their first year (including probationary period) on a pro-rata basis based on the period worked, and may take all public holidays in the country in which they are based.

A leaver shall accrue annual leave up to the date their contract ends. By mutual agreement untaken leave may be paid with the final pay cheque. If more leave has been taken than the leave was entitled to up to the date of leaving, the extra days must be paid for in the final pay cheque.

The total annual leave entitlement of a part-time staff member is calculated on a pro rata basis, by reference to their contractual working hours as a percentage of standard working hours.

Calculation of a staff member's accrued annual leave entitlement should be rounded up to the nearest full day.

If a half day of leave is booked this equates to 3.5 hours of work on that day (with no lunch break).

Procedures for booking annual leave

The member of staff should email their manager requesting approval stating the dates they wish to have off. When the leave is approved the approver must copy the finance team on their reply by emailing finance@integrityaction.org.

The member of staff must put the holiday in their work calendar and copy the appointment to the whereabouts calendar so everyone can see it.

The member of staff must ensure that others know that they are absent on leave and uncontactable during this period (including putting an up-to-date "out-of-office" notification on incoming e-mails).

There is a holiday records spreadsheet in google drive (_IA Folders\Finance, HR, Insurance). The finance assistant keeps this up to date but you should periodically check that it agrees with your personal records.

Compensation days – or Time off in Lieu (TOIL)

As much as possible, we discourage working or travelling for work on weekends or days off. Unfortunately, it is not always possible to avoid and in these circumstances you may request TOIL.

TOIL will be awarded only with the prior agreement of your line manager where there is a clear business need to work on a day off, this approval needs to be obtained in advance.

TOIL should be taken within 28 calendar days of being accrued.

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Please note on occasion you may be expected to work reasonable overtime after office hours. E.g. if you need to work a few hours in the evening to finish a report; it is unlikely that you will be granted a compensation day in these circumstances.

Family leave

Integrity Action complies with the latest statutory requirements in respect of maternity, paternity, shared parental leave, adoption and unpaid parental leave. See <https://www.gov.uk/> for details.

After one year of service, Integrity Action will provide enhanced maternity pay as follows:

- First 12 weeks: 100% of current pay
- Next 12 weeks: 50% of current pay

Following this, 9 weeks of statutory maternity pay will be provided.

All staff) may take up to **five days** paid leave when their partner gives birth.

If staff and their partner are entitled to shared parental leave (see www.gov.uk), the non-pregnant partner may take leave on the same terms as the enhanced maternity pay after one year of service.

Staff may have **one additional day** paid leave on special occasions e.g. if they get married. This is at the discretion of the CEO.

Integrity Action recognises that employees will sometimes need time off to care for dependants. Where possible notice should be given. The time can either be taken as annual leave or unpaid leave.

[Employees](#) are allowed time off to deal with an emergency involving a dependant. E.g. if your child is sick you may take paid time off on the first day of sickness to make care arrangements. If the sickness continues you may work from home to care for them. You can't have paid time off if you knew about a situation beforehand. For example you wouldn't be covered if you wanted to take your child to hospital for an appointment. You may take annual leave or unpaid [parental leave](#) instead.

Sick leave

In normal circumstances the employee will continue to be paid salary at full rate during absence owing to sickness or injury for a maximum period up to a total of up to **14 weeks**.

Thereafter, Integrity Action will pay a sum equivalent to half the normal salary for up to a further **14 weeks**.

After **28 weeks'** sickness you will not be paid.

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If the period of sickness is less than **seven days** in a row (including non-work days) staff may self-certify. If the period of sickness is more than seven days a doctor's 'fit for work' note must be provided.

For further details, see <https://www.gov.uk/taking-sick-leave>.

Payment of sick pay is conditional upon timely submission of appropriate medical certificates. During this period Integrity Action may request further details of your illness and, with your consent, seek medical advice on your condition from your GP. Integrity Action shall also be entitled to require you to undergo examinations by a medical adviser appointed or approved by the organisation.

For the purposes of paying sickness benefit all broken periods of sickness shall be added together unless separated by a period of at least **26 consecutive weeks** clear of sickness.

The employee or somebody on their behalf must notify your manager if they are unable to attend work. You should give the reason and likely duration of your absence. This should be done as early as possible and certainly by the beginning of your work start time. Failure to do so may render you liable to disciplinary action and may also bar you from receipt of sick pay.

Pre-arranged medical appointments classify as sick leave. You should notify your manager as soon as possible.

If the employee suffers any injury at work or during the course of your employment, you or someone on your behalf must immediately report this to your manager, who will record the matter in the organisation's accident book (found here: \IA Folders\Finance, HR, Insurance\HR).

Sick leave only applies when an employee is sick, not their dependents. If a dependent is sick an employee may ask to work from home at short notice to care for them or take annual leave or unpaid leave.

Bereavement/compassionate leave

Integrity Action acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways as appropriate in the specific circumstances.

Bereavement leave (paid leave that allows an employee time off to deal with their personal distress and related practical arrangements such as attending a funeral) will be permitted primarily, but not limited to, when a member of their immediate family dies.

Integrity Action acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances - not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death.

In the event of the death of an immediate relative, up to **ten days** paid leave will be granted. An immediate relative includes a spouse, civil partner or partner (including same sex partners and

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someone with whom the employee is cohabiting), child, parent, step-parent, sibling or a person with whom the employee is in a relationship of domestic dependency.

One day of paid leave will be allowed on the death of an extended family member to facilitate attendance at the funeral. An employee should notify their line manager of their need to take leave as soon as possible or, at latest, on the first day of absence.

Leave days do not have to be taken consecutively.

In the event of a bereavement, an employee will be able to take unpaid leave or annual leave at short notice to supplement their bereavement leave. An employee who suffers a family bereavement while on annual leave can convert their annual leave into bereavement leave and take their annual leave at a future date.

Unpaid leave on compassionate grounds up to a maximum of **four weeks** may be granted after bereavement. An employee must consult with their line manager before starting unpaid leave.

In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee. In such instances Integrity Action will allow a phased return to work on a part-time or reduced hours basis where practicable.

Study leave

Members of staff who are studying for a qualification which is relevant to their job may request up to **five days** per annum study leave. This is at the discretion of the CEO.

Procedures for booking approved study leave are the same as for annual leave.

Volunteering, public duties, UK reserve, auxiliary and cadet corps

Integrity Action wishes to encourage a culture of volunteering and public service. As such staff may take an additional **three days** paid leave per annum as volunteer/public service leave.

Procedures for booking approved volunteering leave are the same as for annual leave.

In addition, reasonable unpaid leave may be requested to discharge public duties e.g. as a Justice of the Peace (magistrate) or a member of a local authority or trustee for an occupational pension scheme etc.

Jury or witness service

Special leave will be granted to allow you to fulfil your civic duty and attend jury or witness service.

Although we are not required by law to pay you, you may be granted special leave on full pay while you are absent on jury service.

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As soon as you are summoned for jury service you should notify your line manager and provide a copy of the court summons.

Depending on business demands we may request that you apply to be excused from or defer your jury service.

Secondments

Integrity Action does not as a rule encourage secondments because we are a small team and it is difficult to provide cover for seconded staff. However, in exceptional circumstances it may be possible. Staff should discuss potential opportunities with the CEO.

Time off during notice period

If an employee has resigned Integrity Action allows reasonable time off during the notice period to attend job interviews.

Garden leave

Integrity Action may suspend an employee from the performance of their duties and/or exclude them from any Integrity Action premises once notice of termination has been given by either the member of staff or Integrity Action.

In the event of a pending investigation for a disciplinary or grievance lodged against the employee, the suspension could be without notice.

Salary and other contractual benefits will be paid during the period of suspension and/or exclusion.

During any such period of suspension and/or exclusion, the employee must not, without the prior written consent of their manager, contact (either directly or indirectly) any funders, partners, beneficiaries, clients, suppliers or employees of Integrity Action.

In the event of such suspension and/or exclusion, Integrity Action may require the employee to return all Integrity Action property in their possession or under their control.

Flexible working

Full time staff are expected to work **35 hours a week and 7 hours per working day**. This does not include lunch or other breaks which are unpaid.

Core working hours are 11am – 3pm and staff should be available for meetings during this time.

Working from home

Staff may work from home up to **two days per week**. In exceptional circumstances staff can work from home more often than this if it is approved by their manager.

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Staff should make an effort to be physically in the office on a Tuesday and Thursday to help facilitate good team communication and allow office wide meetings to take place.

The working from home and flexible working policy are a pilot and will be reviewed in July 2020.

If working from home a member of staff must show this in their calendar so that everyone is aware of their whereabouts.